

SANDY CITY
APPROVED POSITION SPECIFICATIONS

I. Position Title: Meter Tech

Revision Date: 06/15

EEO Category: Skilled Craft Worker

Status: Non-Exempt

Control No: 30531

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Meter Tech Supervisor, performs skilled work pertaining to automated meter reading, programming, diagnosis and repair.

III. Essential Duties:

- Reads water meters throughout the City using the automated meter reading system.
- Repairs large meters.
- Responds to customer complaints regarding flooding, water service, and other related matters.
- Replaces small meters.
- Inspects, installs, programs and repairs water meters of various sizes.
- Turns customer water service on and off.
- Delivers notices to customers regarding water turn-offs.
- Coordinates meter problems with supervisor, inspectors, construction and Utility Billing.
- Raises meter lids and rings as directed.
- Completes work orders and various other records pertaining to work activities.

IV. Marginal Duties:

- Performs other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent required.

Experience: This is an entry level position; experience or technical training in water works, equipment operation, construction or closely related area is helpful.

Certifications/Licenses: Requires a valid Utah Driver's License; must become a certified Utah State Water Distribution Operator (Grade 2 minimum) within one year of hire.

Probationary Period: A one-year probationary period is a prerequisite to this position.

Knowledge of: Tools, machines and equipment used in the operation, maintenance and construction of the water system; principles of maintenance and construction of water related projects; OSHA safety standards and EPA water standards and other related local, state and federal regulations; knowledge of, and ability to set up safe work zones in accordance with OSHA and state standards; water system facilities, equipment and operations. Must be familiar with various computer operations and Windows based operating systems.

Responsibility for: Moderate responsibility for the care, condition and use of materials, equipment, money and tools. Responsible for the reading, maintenance and repair of all water meters within the City.

Communication Skills: Ability to furnish and obtain information from other departments; contact with other departments. Must be able to follow verbal and written instructions and communications from supervisor. Must be able to communicate with tact and skill when dealing with the public.

Tool, Machine, Equipment Operation: Regular use of computerized equipment and handheld reading devices, telephone, calculator, hand tools, utility trucks and pickup trucks.

Analytical Ability: Prioritize tasks, establish effective working relationships with employees and the public.

VI. Working Conditions:

Physical Demands: While performing duties of job, constant bending, kneeling, stooping, walking and occasional lifting of up to 50 lbs. is required.

Work Environment: Regular exposure to unpleasant or hazardous working conditions caused by water, noise, dust, heavy equipment, toxic fumes, traffic and heights; work in trenches, vaults and manholes; outdoor work in all types of weather; requires 24 hour on-call status for emergency situations; requires on-call status on a rotating basis, staying within reasonable response time and answering a beeper; seasonal shift work (including weekends and holidays) may be required.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

PERSONNEL DEPT. APPROVED BY: _____ DATE: _____